

2416 Kingston Ave.
McAllen, TX. 78503

March 7, 2019

Ms. Cameron Mychal
Rio Grande Regional Hospital
101 East Ridge Rd.
McAllen, TX. 78503

Dear Ms. Mychal:

I am writing to you in response to your advertisement on the March 1st Monster.com job posting for a Registered Nurse (RN). Would you be able to consider me for the Intensive Care Unit (ICU) position that is available? I believe that my academic training in the accelerated nursing program at South Texas College and the University of Texas A&M that I completed, along with my job experience in the Emergency Department at the Doctors Hospital at Renaissance, would qualify me for the position.

My education background at South Texas College and the University of Texas A&M provided me with a strong foundation in nursing and provided me with extensive simulation and hands on clinical hour training that developed me into a great asset to any hospital/clinic. At the completion of the nursing program at South Texas College I had successfully participated in a total of four community outreach programs. Each community project highlighted different issues that we as a community face, which include diabetes awareness, mental health, nursing home care, and palliative care. Educating the community at these events was such a fulfilling way to give back.

While employed at the Doctors Hospital at Renaissance, I was able to apply my clinical experience in the Emergency Department and quickly adjusted to the fast pace of the emergency room.

The enclosed resume provides an overview of my education and experience. I would really appreciate the opportunity to meet with you at your convenience to discuss my application. If there is any additional information, please feel free to e-mail me anytime at roxanne.arellano38@gmail.com or call me at (956)555-2468.

Sincerely,
Roxanne Arellano, RN, BSN

Enclosure (1)

Roxanne Arellano

2416 Kingston Ave. • McAllen, TX. 78503 • (956) 555-2468 • roxanne.arellano38@gmail.com

Objective

To achieve and maintain employment with an established institution as a Registered Nurse in which the employee's needs as well as the hospitals needs are met in a way in which both entities are successful.

Education

San Antonio College of Medical & Dental Assistants, McAllen, TX.
Registered Medical Assistant
December 1999 Graduate

South Texas College
Associates Degree in Nursing – RN
December 2005 Graduate

University of Texas A&M
Bachelor's Degree in Nursing - BSN
December 2018 Graduate

Employment

1/2000 - 1/2003 Registered Medical Assistant
Landrum & Chester Associates OB/GYN, McAllen, TX.
Entry level Medical Assistant that involved rotation among four doctors weekly, promoted in February 2000 and was designated to assisting one doctor daily with obstetrics and gynecology patients, position also included running lab tests for patients and assisting the doctor with pediatric/newborn in office circumcisions. Regular office hours were Monday – Friday 8am – 5pm with on call hours one weekend a month.

1/2006 - 8/2017 Registered Nurse
Doctors Hospital at Renaissance, McAllen, TX.
While working at DHR I was able to gain experience in all of the following department floors: Telemetry, Labor and Delivery, Pediatrics, Oncology, and the Emergency Department. I was also able to experience multiple shifts at the hospital which included day shift, night, graveyard, and eventually working three twelve-hour day shifts weekly.

Honors and Organizations

Phi Theta Kappa (Honors Society)
The National Society of Collegiate Scholars (Honors Society)

References

Available upon request

Roxanne Arellano

2416 Kingston Ave. McAllen, TX. 78503
(956) 555-2468 • roxanne.arellano38@gmail.com

Professional References

Helen Maserang
Professor of Anatomy & Physiology
Texas College
3201 West Pecan Blvd.
McAllen, Tx. 78501
(956) 555-2124
maserang1@southtexascollege.edu

Professor Maserang was my instructor for my Anatomy & Physiology I and II courses. She was a huge inspiration for my interest in science.

Gregorio Rodriguez, RN, BSN, MSN
Professor of Clinical Nursing Skills
Texas College
1101 E. Vermont Ave.
McAllen, TX. 78503
(956) 555-2489
grodriguez_08611@southtexascollege.edu

Professor Rodriguez was my clinical skills instructor while in the Associates Degree of Nursing Program at South Texas College.

Personal References

Sandra Vela Mora, CMCA, AMS, PCAM
Division President of Rio Manage
1600 Barkers Point, Suite 250
Houston, TX. 77079
(281) 555-2468 ext. 1234
sandra.velamora6@riomanage.com

Sandra was my supervisor for eight years, and was a huge supporter of my continued education in nursing.

Deborah de la Rosa, NP
Kids Care Clinic
5007 S. McColl Rd.
Edinburg, TX. 78539
(956) 555-0012
ddelarosa1@akc.com

Mrs. De la Rosa was my elementary school nurse and is now the pediatrician that takes care of my two daughters. I've always looked up to her and she is the reason why I wanted to become a nurse.

Dear Ms. Mychal

I submitted a letter of application and a resume earlier this month for the Registered Nurse, Intensive Care Unit position that was advertised on Monster.com. To date, I have not heard back from your office. I would like to confirm receipt of my application and reiterate my interest in the job.

I am very interested in working at Rio Grande Regional Hospital, and I believe my skills and experience would be an ideal match for this position.

Please let me know if there is any additional information needed of me, I would gladly provide them to you.

I can be reached anytime at (956) 555-2468 or at roxanne.arellano38@gmail.com. I look forward to hearing from you.

Thank you for your consideration, have a wonderful day.

Sincerely,

Roxanne Arellano, RN, BSN

Monster.com Post

Registered Nurse (RN) Intensive Care Unit (ICU) at Rio Grande Regional Hospital
McAllen, TX

Description

Standard

Qualifications:

Rio Grande Regional Hospital – McAllen, TX

Registered Nurse (RN) – Intensive Care Unit (ICU)

Founded in 1982, **Rio Grande Regional Hospital (RGRH)**, an HCA-affiliated facility, is proud of maintaining its status as one of the leading healthcare providers in the Rio Grande Valley. For nearly 30 years, we have remained focused and committed to providing quality healthcare to all members of our community.

With 320 beds and a team of more than 500 physicians representing over 35 specialties, we offer a range of inpatient and outpatient medical, surgical, and specialty services, including:

- 24-hour emergency room
- Level III Trauma Center
- Comprehensive cardiovascular care
- The only pediatric heart program in the Valley
- 30-bed Neonatal Intensive Care Unit (NICU)

Rio Grande Regional Hospital is currently looking for a **Registered Nurse (RN) – Intensive Care Unit (ICU)**.

Responsibilities:

- Perform direct patient care within the scope of the Registered Nurse Practice Act, with emphasis on the Cardiovascular Service Line.
- Use therapeutic communication in daily practice.
- Maintain a safe and therapeutic Intensive Care environment.
- Implement and direct care, using the nursing process with emphasis on the needs of individual ICU patients.
- Evaluate the effectiveness of the nursing process.
- Provide emotional support of the patient and significant others to make informed choices regarding health care.
- Promote an ICU environment that treats patients and families with dignity, respect and appreciation of their lifestyle, religion and culture.
- Maintain high quality, age specific care for adolescent, adult, and geriatric patients as assigned.
- Delegate tasks to the appropriate caregiver.
- Participate in Cardiovascular Department specific initiatives and process improvement.
- Provide supervision of new employees, patient care assistants, vocational nurses, nurse technicians, student nurses, and / or nurse interns.
- Support the mission, vision, and values of the organization